



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 10, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 25, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

Freight Rail Project Manager
Office of Intermodal Project Implementation
Chicago

Attachments
41494

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, January 25, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

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Position Summary Sheet

Classification:	Technical Manager V	Salary:	\$6,020 - \$8,115*
Position Title:	Freight Rail Project Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-80-304-00-01	IPR#:	41494

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation/Bureau of Freight Rail Mgmt./69 West Washington, Suite 2100, Chicago, IL

Description Of Duties:

This position is accountable for providing program management services associated with the administration of the freight rail programs for the northeastern area of the state. This position performs independently and exercises wide latitude and freedom in reaching conclusions and developing solutions and recommendations.

Special Qualifications:

Required:

- Valid driver's license
- Frequent in-and out-of-state travel with occasional overnight stays
- Physical ability to walk long distances on rough terrain

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business administration, management, finance, civil engineering, urban planning or related field
- Seven years' experience in Environmental Project Management
- Ability to make relatively difficult technical computations and estimates
- Knowledge of the principles practices of freight rail infrastructure

Shift/Remarks:

8:00 am -4:30 pm / Monday-Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	10/12/2016	POSITION:	Freight Rail Project Manager
APPROVED BY:	<i>John Oimoen</i>	OFFICE/DIVISION:	Intermodal Project Implementation/Rail
CODE:	PW415-23-80-304-00-01	REPORTS TO:	Section Chief Freight Rail Northeastern Illinois

Position Purpose

This position is accountable for providing program management services associated with the administration of the freight rail programs in the northeastern area of the state.

Dimensions

Freight Rail Program:	\$100-\$300 million/year, total \$3B
Contracts Supervised:	6 Phase I-II Professional Services - \$1 million annually 1 CREATE PM - \$4 million annually

Nature and Scope

This position reports to the Section Chief of Freight Rail Northeastern IL, as does a Public Outreach Manager, and a Freight Rail Project Engineer. Although this position has no direct reports, it works closely with consultants.

The Office of Intermodal Project Implementation is responsible for the Department's participation in the national CREATE Program which is a first-of-its-kind partnership between U.S. DOT, the State of Illinois, City of Chicago, Metra, Amtrak, and the nation's freight railroads. The CREATE partners invest billions in critically needed improvements to increase the efficiency of the region's passenger and freight rail infrastructure and enhance the quality of life for Chicago-area residents. This program will improve passenger rail service by: reducing freight rail congestion to boost regional and national economic competitiveness; promote economic development by creating jobs and mobility; improve air quality and reduce noise caused from idling or slow moving trains; reduce motorist delay due to rail conflict at grade crossings and promote public safety.

The main challenges associated with the position include monitoring consultant performance to ensure environmental policies and procedures are followed and schedules are met. A typical issue involves ensuring that the railroad corporations provide all necessary and required information to consultants.

This position is accountable for the program management associated with the freight rail projects in the Chicago metropolitan area including all liaison with IDOT District 1, coordination of all highway rail grade separation projects, coordination of plan reviews and other project related document reviews with District 1, review of all traffic-related documents or studies for freight rail projects, and for coordinating and tracking documents as part of the environmental review process. He/she is also accountable for providing backup to the Section Chief on freight rail matters as required. To accomplish duties, the incumbent must have the ability to walk long distances on rough terrain.

This position performs independently and exercises wide latitude and freedom in reaching conclusions and developing solutions and recommendations. The person in this position must develop his/her own techniques for problem solving. Decisions and recommendations developed by the incumbent have a major impact on the

success of the State Freight Rail Program. Matters of a complex or highly sensitive nature are referred to the Section Chief and Bureau Chief for resolution. The incumbent is constrained by federal/state rail legislation and by Department of Transportation policies and procedures.

The incumbent has internal contacts with the IDOT Divisions and Bureaus, including the Bureau of Design and Environment (environmental procedures and approvals); Office of Planning and Programming (Federal liaison, certifications); Division of Highways District 1 (for project coordination – including Engineer of Program Development; Bureau of Design; Bureau of Traffic (Permits); EEO Compliance Coordinator; Bureau of Local Roads and Streets); Office of Business and Workforce Diversity (coordination of DBE program activities); and the Bureaus of Planning and Programming for the purpose of accomplishing the CREATE program. The incumbent has external contacts with CREATE Partners, including US DOT officials, City of Chicago officials and Railroad representatives, consultants, local agencies, state and federal legislators, the press and the public for the purpose of accomplishing the responsibilities of the position.

The effectiveness of this position is measured by success in meeting target dates for IDOT tasks in project development, design and construction, and in resolution of program risks and conflicts in order to expedite projects while protecting the Department's interest. It is also measured by quality of work products produced by the Section and its consultants.

Principal Accountabilities

1. Assists with the development and implementation of various strategies for the success of the CREATE Program.
2. Performs project management for the CREATE projects, particularly the ones pertaining to the rail projects.
3. Coordinates with the Section Chief and other CREATE Partners to develop consensus on key issues, responds to funding opportunities, and develops/revises procedures for progressing the program.
4. Assures proper environmental analysis is performed for all rail and other projects.
5. Monitors highway rail grade separation projects to assure all relevant guidelines are followed.
6. Reviews and approves invoices and acts as DBE coordinator to ensure compliance with Department, state and federal requirements.
7. Facilitates project study group meetings.
8. Performs other duties as assigned.
9. Maintains harmonious relationships with employees, agency officials and the general public.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.